



SOLICITATION NUMBER: 72051823R00002

ISSUANCE DATE: May 5, 2023

CLOSING DATE AND TIME: June 2, 2023 at 17:00 (Quito time)

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) Resident Hire Communications and Knowledge Management Specialist, GS-11 equivalent

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all Offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment I.

Sincerely,

Magdalena Maxwell
Contracting Officer
USAID/Peru

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72051823R00002

2. ISSUANCE DATE: May 5, 2023

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 2, 2023 at 17:00 (Quito time)

4. POINT OF CONTACT: Human Resources Office, email at limausaidhr@usaid.gov

5. POSITION TITLE: Communications and Knowledge Management Specialist

6. MARKET VALUE: \$59,319 - \$77,112 equivalent to GS-11

Final compensation will be negotiated within the listed market value and will include Locality Pay for domestic USPSCs based on the location of the Official USAID Worksite, or the approved alternative worksite if approved for remote work. USPSCs performing overseas are not entitled to Locality Pay. Salaries over and above the top of the pay range will not be entertained or negotiated. This is a resident-hire position. It does not include offshore benefits such as housing, post differential, and post allowance.

7. PLACE OF PERFORMANCE: USAID/Ecuador. Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. PERIOD OF PERFORMANCE:

The base period of performance will be from **o/a July 2023 to July 2024**.

Based on Agency need, the Contracting Officer may exercise an additional option period (OPs) as follows:

Base Period: o/a July 2023 to July 2024

Option Period 1: o/a July 2024 to July 2025

Option Period 2: o/a July 2025 to July 2026

Option Period 3: o/a July 2026 to July 2027

Option Period 4: o/a July 2027 to July 2028

9. ELIGIBLE OFFERORS: Be a U.S. citizen or permanent resident/registered alien ("green card holder"). This solicitation is open to Resident-Hire U.S. Nationals who are currently residing in Ecuador and legally permitted to work in the country without needing a work permit.

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES:

A. BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Personal Services Contractor focused on Communication and Knowledge Management for Ecuador's Environment and Energy Office and will provide leadership through development and implementation of an office-wide communications and knowledge management agenda for environment and energy. Previous experience in communications and knowledge management in the environment and/or energy sectors is preferred. The incumbent will advance key USAID objectives in environment and energy through increased awareness of USAID programs and achievements through strategic communications and outreach to internal and external audiences, and will enhance USAID's expertise and knowledge in the environment and energy sectors through strategic communication products, knowledge management activities, technical assistance, training, development of best practices, and examination and dissemination of evidence particularly regarding program design, monitoring, evaluation and learning in USAID's environment and energy programs.

B. MAJOR ROLES AND RESPONSIBILITIES:

A. Communication : 40%

1. Supports the E&E team on communication efforts, ensuring that E&E projects are effectively described to target audiences and to the general public.
2. Conducts background research, writes, and edits high visibility documentation and presentations, including speeches and talking points for Mission leadership, as well as other key officials.
3. Serves as key writer and manager of E&E communications and outreach documents including but not limited to weekly inputs for internal newsletters, fact sheets, success stories, articles, reports, presentations, blogs, correspondence, memoranda, press releases, and/or other documents relevant to E&E activities.
4. Works closely with the Mission's Development Outreach and Communication (DOC) specialist to draft communications products to share lessons learned and best practices with relevant stakeholders - in Ecuador and the U.S.
5. Supports the Mission DOC in designing, developing, and maintaining internal and external usaid.gov websites on environment and energy programs. Drafts and/or edits substantive material for the website.
6. Responds to inquiries from the public and target audiences for information on E&E activities in close collaboration with E&E activity managers and mission leadership.
7. Creates external presentations and other communication products jointly with ENVE team staff.
8. Supports mission DOC to develop ENVE-specific content for social media to amplify E&E programming impact.
9. Supports E&E Activity managers in planning, organizing, and communicating program related events. This includes preparing briefers, speeches, and working directly with implementing partners to organize event logistics.

10. Keeps abreast of internal clearance processes and branding guidance, and assists E&E staff with obtaining appropriate clearances for their communication products.
11. Supports publicity efforts, jointly with the Embassy Public Affairs Section, that generate TV, radio, and printed media coverage of USAID E&E programs.
12. Prepare high-level briefing materials for Washington visits, the Ambassador, and for the Mission Director.

B. Knowledge Management 40%

1. Ensures that USAID Mission staff has access to current knowledge and best practices on Environment and Energy.
2. Develops and implements a Knowledge Management Plan, jointly with the Mission's Monitoring and Evaluation Specialist, to help the E&E team create, organize, and analyze information that will allow the team to more effectively manage their programs and make adjustments as needed.
3. Collects and synthesizes information on USAID E&E activities.
4. Reviews implementing partner quarterly performance reports and consolidates key takeaway for Mission ENVE team.

C. Activity Management Support: 20%

1. Assist the ENVE A/CORs with design, tracking, and analysis of the ENVE Performance Monitoring Plan (PMP) indicators.
2. Support data collection and completion of all required data quality assessments.
3. Prepare PowerPoint slide presentations with ENVE information, briefing books, and BCLs for visitors and meetings.
4. Support the ENVE team in preparing written material for Congressional reporting, including the Operational Plan, Performance Plan and Review, Mission Resource Request, Congressional Budget Justification, among others.
5. Support the ENVE team in preparing for semi-annual portfolio reviews, Procurement Plan, quarterly pipeline reports, etc.

C. SUPERVISORY RELATIONSHIP:

The incumbent will be supervised by the USDH Environment and Energy Office Director or his/her designate. The incumbent will abide by all Embassy and USAID administrative procedures, USAID's Automated Directives System, supervisor's oral and written instructions, and USAID/Ecuador Mission Orders. The incumbent will clear all written communications and meeting requests beyond the office-level through the USDH supervisor. The USDH supervisor will have weekly check-ins with the incumbent to set deadlines and expectations for the length of contract, month, and week.

D. SUPERVISORY CONTROL:

The supervision of USAID staff is not contemplated.

12. PHYSICAL DEMANDS:

The position will be located in Quito, Ecuador. Site visits to engage with partners throughout Ecuador to track progress, communicate success, and participate in program related events. Some areas may include higher security risk.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Two years of college studies are required, in environment, international development, public/business administration, environmental studies, natural or social science, economics, communication, journalism, or other related fields.

Experience: A minimum of three years of progressively responsible experience in supporting international development or related programs is required.

Language: Level IV (fluent) English proficiency is required. The Incumbent must be able to communicate clearly and effectively with all Mission employees and appropriate Embassy personnel, as well as the general public, to assure complete comprehension of Agency regulations and program information as well as in preparation of technical reports and presentations and briefings.

Job Knowledge: Basic knowledge of USAID project development, design, management, performance monitoring and reporting, and procurement policies and procedures is required. The incumbent shall demonstrate a professional level of judgment and initiative in order to respond to intra-Mission, interoffice, inter-agency and inter-governmental activities. Judgment to anticipate and identify office needs related to administrative and program support is important. The incumbent is also required to use sound judgment in working with implementing partners and other U.S. governmental entities. The incumbent is expected to analyze situations and identify the requirements to resolve problems.

The incumbent must recognize requests for decisions or position papers that require prior USAID review and approval. Commitments are limited to actions within the scope of the position (i.e., advising on when actions will be completed, assuring that required documents will be delivered by a certain time, etc.). No commitments are authorized to GOE officials, international agencies, donor organizations, contractors or grantees.

Skills and Abilities: The incumbent must have superior communication and writing skills. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required. Proven, demonstrated ability to work independently under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required. Ability to work effectively in a team

environment and proactively work to achieve consensus on communication, outreach, and knowledge management matters is required. Proven ability to work effectively in cross-cultural environments, and in difficult/complex political environments, is critical. The position requires an ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations. The incumbent must have computer skills including ease and skill in using word processing and powerpoint programs, google docs, and gmail.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

1. Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents and ranked based on the below evaluation and selection factors. A competitive range will be established of the highest-ranked offerors, who may be further evaluated through technical tests and interviews to determine the most qualified/highest-ranked offerors.
2. Reference checks will be conducted with the highest-ranked offerors.
3. Evaluation and Selection Factors. Applicants meeting the required qualifications of the position will be evaluated based on information presented in the application and obtained through reference checks. The following is the evaluation criteria for this position:
 - (1) Proven written and oral communication skills (based on writing sample and skills test) (50%)
 - (2) Prior Work experience demonstrates impact and results for environment and/or energy programming (15%).
 - (3) Must provide recent examples of working under tight deadlines in difficult contexts and what results were achieved (15%).

(4) Interview (20%)

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2, "Offeror Information for Personal Services Contracts with Individuals"** available at <http://www.usaid.gov/forms>
2. A cover letter of no more than 1 page that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III of this solicitation.
3. A resume or curriculum vitae (CV) which, at a minimum, describes education, experience, and career achievements relevant to the evaluation and selection factors in section III of this solicitation.
4. Names of three professional references that have knowledge of the offeror's ability to perform the duties set forth in the solicitation, including current and accurate contact information. This information may be included in in cover letter, resume/CV, or in a separate document.
5. Proof of U.S. Citizenship or Permanent Residency
6. Offers must be received by the closing date and time and submitted to the Point of Contact specified in Section I.
7. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
8. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors-** The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit and approved reasonable accommodation o the CO. If the contractor does not meet this requirement the contract may be terminated. *

**See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.

Forms outlined below can be found at: <http://www.usaid.gov/forms>

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals"
3. Medical History and Examination Form (DS-1843) **

4. Questionnaire for Sensitive Positions (SF-86) ** or
5. Questionnaire for Non-Sensitive Positions (SF-85) **
6. Fingerprint Card (FD-258) **

** Forms 3 through 6 shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

[If the solicitation is also open to TCNs, the CO must insert the benefits and allowances specifically approved by the Mission Director for a TCN offeror in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).]

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Leave and Holidays

2. ALLOWANCES:

Section numbers refer to rules from the **Department of State Standardized Regulations** (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- a) Temporary Lodging Allowance (Section 120)
- b) Living Quarters Allowance (Section 130)
- c) Post Allowance (Section 220)
- d) Supplemental Post Allowance (Section 230)
- e) Separate Maintenance Allowance (Section 260)
- f) Education Allowance (Section 270)
- g) Education Travel (Section 280)

h) Post Differential (Chapter 500)

i) Payments during Evacuation/Authorized Departure (Section 600)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix D, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including contract clause “General Provisions,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the

Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances,

USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: to be specified in the award	1	LOT	\$TBD	\$TBD at award after negotiations with contractor
1001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: to be specified in the award	1	LOT	\$TBD	\$TBD at award after negotiations with contractor
2001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: to be specified in the award	1	LOT	\$TBD	\$TBD at award after negotiations with contractor
3001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: to be specified in the award	1	LOT	\$TBD	\$TBD at award after negotiations with contractor
4001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497	1	LOT	\$TBD	\$TBD at award after negotiatio

	- Accounting Info: to be specified in the award				ns with contractor
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4. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)

for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPDs/CIBs specifically applicable to this position include:

AAPD 16-03: Expanded Incentive Awards for Personal Services Contracts with Individuals

AAPD 15-02 REVISED - Continuation of Deviation from the 'Leave and Holidays' clause, including Family and Medical Leave, for U.S. Personal Services Contractors

AAPD 10-03 Amendment 1: AIDAR, Appendix D: Implementing Benefits For Same-Sex Domestic Partners of USPSCs

AAPD 10-01: Personal Services Contracts -- Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs

AAPD 06-10: PSC Medical Expense Payment Responsibility

5. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the **"Standards of Ethical Conduct for Employees of the Executive Branch"** available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

6. PSC Ombudsman The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

[End of Solicitation]